

1. Schedule and negotiate rentals for rooms

1. Log all inquiry calls (Print clearly)

Log should have the following information:

(Date called, Name of the person calling, their phone number, home address, email, cell phone #, date they are interested in renting, # of people, who received the call, record if this inquiry lead to a rental yes or no. If this did not lead to a rental, provide a brief description as to why they were not interested. As part of your report to the town summarize this information and report on how many inquiries and how many rentals per month or quarterly.)

2. Standardize all rental amounts per room.

- a. Identify what is included as part of the contract and be consistent with all contracts. Use a Revenue/Expense Worksheet to determine if this contract is profitable.

Revenue/Expense worksheet:

Calculate Revenues over the life of the contract

Are there discounts offered? If so, who receives the discounts? How much is the discount. List discount on worksheet and identify why they are receiving it.

List all expenses over the life of the contract:

Calculate Expense:

Project the cost of set up/cleaning per rental. All contracts should clearly define how many hours of set up/clean are part of the contract and how many are billed separately.

Project other expenses: supplies, linens, flowers etc.

Project unit overhead that applies to all contracts

Once Revenue/Expense worksheet is filled out and a projected net income is determined, a committee member can present it for review with an authorized person as identified/defined by the officers of the town to see if this is feasible and acceptable projected net income. Set guidelines by which to determine range of % Projected Net Income is acceptable before signing contract.

Standardize range.

- b. An authorized person separates from the committee (how many to approve?) will approve the contract if the Projected Net Income is favorable based on the pre-determined acceptable range and will notify the committee whether to accept contract or not. Must be approved.
- c. Once there is a signed contract, the committee needs to monitor contract by comparing actual cost to budget to determine over/under variance. If it is a onetime- event, a form is filled out detailing the variance and is submitted immediately to assign authorized person. If it is an ongoing rental, then a monthly variance report needs to be filled out until the termination of that rental. The variance and its supporting documentation are submitted to the authorized fiscal person immediately, so both parties can evaluate and determine if greater efficiency of costs is necessary or not.

1. Oversee normal maintenance of the building.

2. Schedule and coordinate the custodian and custodial duties

Personnel

1. Personnel: Identify the needs of the community center. Communicate to officers that there is a need to create and/or fill a paid position.
2. Obtain approval from the officers to hire a person for a specific position
3. The hourly wage rate is determined by designated authorized person other than committee member, and the number of hours assigned to work is determined by the rental contracts and approved by a designated person. The hours worked cannot exceed maximum monthly hours assigned without the signed approval of an officer. Goal: to stay within the budget.
4. The committee is responsible for interviewing several candidates and making their recommendation to the officers. After discussions, both officers and committee decide on whom to hire for the community paid position.
5. New Hires: Fill out paper work and must be on file in the town office.
 - a. An application
 - b. References
 - c. W-4 form, Or 1099 Or W-2. Sub-contractors must be given a 1099 end of each calendar year. So, this form must be filled out.
Go on line to find out what is required.
 - d. Set up direct deposit
6. Write a detailed job description. List their duties, and whom they report to. Provide yearly job evaluations and reviews per wage earner. Both (supervisor/wage earner) sign and date yearly evaluation that indicates that you both parties understand scope of job duties and send to office for review by officers who will file it. (Evaluation will be designed to outline objectives)
 1. Weekly create a work schedule listing the custodian work schedule and post it. So, the custodian knows and the village knows who will be in the building.
 2. Design a form that will be filled out detailing hourly work for each event they worked on and how many hours. Use this to be supporting documentation for payroll processing of checks and
Compare the hourly work per event to the agreed contract and show over/under applied and report this information as follow up on all contracts.

Supervisor will fill out and sign Request Payroll payment form for each paid employee and submit it in a timely manner to the Treasurer so the person receives their check on the agreed dates as stated in their contract with the Village.

3. Maintain and post the schedule of events at the BWVC and on the website.

